

INSTRUCTIONS TO APPLY FOR A MOBILE EVENT

Use the following link to access the online licensing system:

<https://dphregprograms.iowa.gov/PublicPortal/iowa/IDPH/common/index.jsp>

For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.

These instructions assume you have already created an A&A account, set up your Profile Page, and created or linked to your Company Profile. If you have not created an account, go back to the IDPH Regulatory Programs Page and follow the “How to create an account” instructions.

NOTE: You must use either **Google Chrome** or **Safari** when applying online.

If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.

STEP 1: SIGN IN

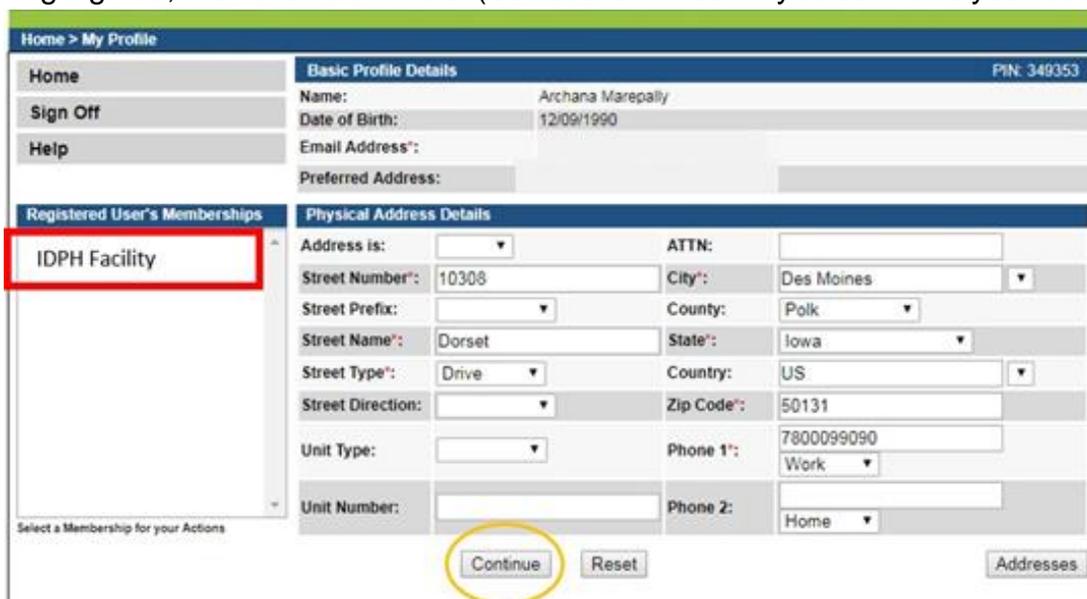
Sign In on the portal home page.



The screenshot shows the IDPH Regulatory Programs home page. The header includes 'IDPH REGULATORY PROGRAMS' and 'Radiological Health ■ Emergency Medical Services ■ Environmental Health'. A navigation menu on the left contains 'Home >', 'Public Search', 'Sign In' (highlighted with a red box), 'New User Registration', and 'Help'.

STEP 2: CHOOSE YOUR ESTABLISHMENT

On the **My Profile** page your tattoo establishment will be listed on the left side under **Registered User's Memberships**. Click on the name of your tattoo establishment so it appears highlighted, then click **Continue**. (Call 855-824-4357 if you don't see your business.)



The screenshot shows the 'My Profile' page. On the left, under 'Registered User's Memberships', 'IDPH Facility' is highlighted with a red box. The main content area shows 'Basic Profile Details' for Archana Marepally and 'Physical Address Details' for 10308 Dorset Drive, Des Moines, IA 50131. The 'Continue' button is circled in yellow.

STEP 3: DETAILS

Click on **Details** next to your license.

Home > My Programs Dorie Knight - DK Plumbing Co.

- Home
- Public Search
- My Profile
- Company Profile
- Member Management
- Apply for a Program
- Sign Off
- Help

Programs for DK Plumbing Co.

License #	Applicant	Program	Status	Issue Date	Expiry Date	City	Details	Online Services	Renew
		Tattoo Facility	Active	10/02/2017	12/31/2018	Des Moines	Details	Online Services	

STEP 4: ADD MOBILE EVENT

Click on the **TATF Mobile Event (Mobile Unit)** tab.

Home > My Programs > Program Details

Tattoo Facility - Mobile Units

License #	Application Date	Issue Date	Expiry Date	Status	Description
	10/02/2017	10/02/2017	12/31/2018	Active	Renewal Folder

Home | Sign Off | Help

People Details

Role	Name
Facility	DK Plumbing Co.

Application Form Expand All

- ▶ Affirmation
- ▶ Tattoo Establishment Info Details
- ▶ Inspection County

Application Form Details Collapse All

- ▶ **TATF Mobile Event(Mobile Unit)**

License Processes Expand All

Description	Status	Requested Date	Expiry Date	Action
▶ Application Review				
TATF Mobile Unit Application Review	Calculate Fees	10/02/2017	10/02/2017	

Fees

Fee List			Payment			
Bill Number	Description	Fee Amount	Payment Number	Payment Type	Payment Date	Payment Amount
12050	TATF Mobile Unit Renewal Application Fee	\$100.00	4268	Check	10/02/2017	\$100.00
	Total	\$100.00			Total	\$100.00

Total Due: \$0.00

Click **Add** and enter the information for your event. (Use the scroll bar to see additional fields.) When you have finished, click **Save**.

Tip: If you are entering more than one event, do not click **Add** more than once before clicking **Save**.

Application Form Details					Collapse All
▼ TATF Mobile Event(Mobile Unit)					
Event	Beginning Date	End Date	Number of Days	Have promotional material and have attached documentation	Address
<div style="border: 1px solid gray; padding: 2px;"> ◀ ▶ </div>					
<ul style="list-style-type: none"> Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more. Just clean all fields if you do not need a specific row or new added row. 					<input type="button" value="Add"/> <input type="button" value="Save"/>

STEP 5: EVENT REVIEW

Under **Event Review** click on **Edit**.

License Processes					Expand All
Description	Status	Requested Date	Expiry Date	Action	
▶ Application Review					
TATF Mobile Unit Application Review	Calculate Fees	10/02/2017	10/02/2017		
▶ Event Review					
TATF Mobile Event	Open	10/02/2017		<input type="button" value="Edit"/>	

STEP 6: MOBILE EVENT DETAILS

Click **Expand All** and complete the details for your event. Click **Save** when you have finished.

STEP 7: ADD ATTACHMENTS

To add any required documentation, you will need to click the **Add New Attachment** button at the very end of the application form.

If you added a **Mobile Event**, you must attach the Promotional Materials for the event. Click **Add New Attachment** at the bottom of the application form.



The screenshot shows the top portion of the 'Attachment' form. It includes a header bar with 'Attachment' and 'Attachment Description' labels. Below the header, there is a text input field for 'Description' and a yellow 'Add New Attachment' button on the right side.



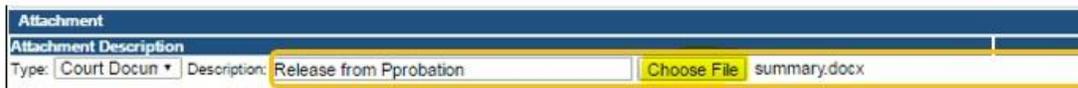
This screenshot shows the 'Attachment' form with the 'Type' dropdown menu open. The 'Type' field is highlighted in yellow, and the dropdown list is visible, showing various document categories. A yellow box highlights the 'Choose File' button, and another yellow box highlights the 'Add New Attachment' button.

- Click to select the **Type** of attachment and Select one of the following from the list:
- Enter a description of the file, and then Click
- This will open your file explorer. Navigate to where the document you want to attach is located on your computer.
- Double click the document to attach it.



The screenshot shows the 'Type' dropdown menu with a list of document categories. The categories include: Accred/Auth. Certificate, Court Documents, Crystal Report, Industrial Radiography Card, License, MQSA Certificate, Non-Iowa Permit/Certification/Registration, Photo, Physician Records, Proof of Certification, RAD/Id Wallet Card, Radiation Shielding Plan, RAMP License, and Signature.

The name of the document should appear next to the button.



The screenshot shows the 'Attachment' form with a document attached. The 'Type' dropdown is set to 'Court Docun', the 'Description' field contains 'Release from Pprobation', and the 'Choose File' button now displays the filename 'summary.docx'.

Continue this process for each document needing to be attached.

NOTE: If you attach a document in error, it cannot be removed by you. You will need to contact the IDPH Program staff to have it removed.

If you need to gather information, or add additional documentation, you can leave the application webpage and return later to complete or continue.

DO NOT CLICK CANCEL – this will void your entire application.

You must attach all supporting information before paying the registration fee or your application could be delayed or denied.

WHEN ALL SECTIONS OF THE FORM ARE COMPLETE, CLICK MAKE PAYMENT.

STEP 8: MAKE A PAYMENT

Select **Pay Now** if you are ready to pay. Click **Pay Now** again on the proceeding screen. You will then be directed to the online payment system.

If you are not ready to make a payment, or need to attach additional documentation, click the **Pay Later** button to be returned to your programs page. Click on Details next to your application to view your application and add additional attachments. Click **Make a Payment** when you are ready to pay.

(**Note:** your application is not considered submitted until payment is made.)

The screenshot shows a web interface for making a payment. At the top, there is a breadcrumb trail: Home > My Programs > Apply for Program > Application Form > Application Form Supplemental > Terms and Conditions > Make Payment. Below this are three buttons: Home, Sign Off, and Help. The main section is titled 'License Details' and contains a table with the following data:

Reference (Row ID) #	Program	Program Detail	Status	Fee Description	Fee Amount	Paid in Full
542533	Tattoo Facility	Permanent Establishments	New	TATF Permanent Establishment Application Fee	\$100.00	No
Total				Fee Amount: \$100.00	Paid Amount: \$0.00	Fee Due: \$100.00

Below the table, there are two buttons: 'Pay Later' and 'Pay Now'. Below these buttons is a dropdown menu labeled 'Payment Later Options' with a downward arrow.

On the **Make a Payment** page, choose your **Payment Method** and fill out your payment details. Click **Continue** when you have entered your payment information.

On the **Review Payment** page, click **Confirm** if the payment details are correct.



Make a Payment

My Payment

State of Iowa TEST site	Amount Due \$75.00
--------------------------------	---------------------------

Payment Information

Frequency One Time
Payment Amount [Redacted]
Payment Date Pay Now

Contact Information

First Name	IDPH
Last Name	Test
Company	(Optional)
Address 1	321 E 12th Street
Address 2	(Optional)
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	US
Phone Number	8558244357
Email Address	email.email@mail.com

[Become a Registered User](#)

Payment Method

Payment Method	Select
-----------------------	--------

Continue [Cancel](#)

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	[Redacted]
Payment Date	09/27/2017

Payment Method

Payer Name	IDPH Test
Card Number	[Redacted]
Expiration Date	Aug-2018
Card Type	Visa
Confirmation Email	email.email@mail.com

Billing Address

Address 1	321 E 12th Street
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States

Contact Information

First Name	IDPH
Last Name	Test
Address 1	321 E 12th Street
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States
Phone Number	8558244357
Email Address	email.email@mail.com

Confirm [Back](#)

Write down your Confirmation **Number** or **print this page** for your records.
Click **Continue** at the bottom of the screen to be taken to your receipt,

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004926730**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	[Redacted]
Payment Date	09/27/2017
Status	PROCESSED

Payment Method

Payer Name	IDPH Test
Card Number	[Redacted]
Card Type	Visa
Confirmation Email	email.email@mail.com

Billing Address

Address 1	321 E 12th Street
City/Town	Des Moines
State/Province/Region	IA
Zip/Postal Code	50319
Country	United States

Continue